



# CONTRA COSTA COUNTY

## HUMAN RESOURCES DEPARTMENT

651 Pine Street 2nd Floor • Martinez, CA 94553  
24-hour Job Hotline (925) 335-1700 • TTY or TDD (800) 735-2929  
[www.cccounty.us/depart/hr](http://www.cccounty.us/depart/hr)

*"Your Employer of Choice."*

*A great place to live...*

*A great place to work...*

**FINAL FILING DATE: February 5, 2010**

**RE-ANNOUNCED**

**TENTATIVE WRITTEN EXAM: 3/4/2010-3/6/2010**

## INSTITUTIONAL SERVICES AIDE

**Monthly Salary: \$2425 - \$2948**

### THE POSITION

Contra Costa County is announcing an excellent entry level employment opportunity for individuals to fill seventeen (17) vacant Institutional Services Aide positions in the Health Services Department. Positions are either permanent full-time, permanent part-time, or permanent intermittent (on-call) and may be assigned to either Environmental Services or Food Services.

When assigned to Food Services, Institutional Services Aides assist in performing a variety of tasks related to food preparation. They set up food trays and serve food to people in cafeteria lines. Other duties include washing dishes, pots, and kitchen utensils manually or with mechanical equipment, loading and unloading food carts, maintaining a clean eating area, and performing other related duties as required.

When assigned to Environmental Services, Institutional Aides are required to clean and disinfect patient rooms, bathrooms and fixtures, and replenish items such as towels, soaps, and light bulbs. They are also responsible for cleaning and mopping floors and maintaining materials used in institutional work.

The ideal candidates will have the ability to do the following: learn simple manual skills and duties; follow oral and written instructions; read and write; work cooperatively with others; and lift and move items of moderate to heavy weight.

**The employment list established by this recruitment will remain in effect for one (1) year. This list may also be used to fill vacancies in other departments.**

### MINIMUM QUALIFICATIONS

**NONE**

**OTHER REQUIREMENTS:** Prior to employment, a background investigation/fingerprint exam will be conducted on all candidates.

### SELECTION PROCESS

- 1. Application Filing:** Applicants are encouraged to apply on-line at [www.cccounty.us/hr](http://www.cccounty.us/hr), or, a completed Contra Costa County application must be received or postmarked by the final filing date listed above. Resumes may not be substituted for the official County application. An application may be obtained by visiting our office at 651 Pine St., 2nd floor, Martinez, CA 94553 or the County application can be mailed to you by sending a self-addressed stamped envelope to the above address. Please see the list of additional locations on "HOW TO APPLY" on the reverse side of this announcement.
- 2. Written Examination:** All applicants will be invited to take a multiple choice written exam to evaluate candidates in job-related areas. Including 1) Understanding and Following Oral Directions, 2) Ability to Read and Understand Written Directions, 3) Interpersonal and Communications Skills. Candidates must receive a score of at least 70, which may be an adjusted score, to be placed on the employment list. **No study guide is available through Contra Costa County for this exam. (Weighted 100%)**
- 3. Background Investigation (Applies to appointments in Probation Department only.):** A permanent job offer is contingent upon the successful completion of a thorough background investigation consisting of a criminal records investigation. Individuals will not be appointed to this position if they have been convicted of a felony in any state or federal jurisdiction or if they have committed an offense in another state or federal jurisdiction that would have been a felony if committed in this state

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

**OPEN ONLY: 2/01/2010 – MG/raw**

**Exam Number: 1KWC-2010A**

## INSTITUTIONAL SERVICES AIDE

### AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF CONTRA COSTA COUNTY NOT TO DISCRIMINATE BECAUSE OF RACE, RELIGIOUS CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, MARITAL STATUS, SEX, AGE OR SEXUAL ORIENTATION

# BENEFITS & APPLICANT INFO

## CONTRA COSTA COUNTY

Contra Costa County's 750 square miles are located ideally near the San Francisco Bay Area. It has a temperate climate, beautiful geographical setting and shares in California's continuing growth. Over 850,000 residents reside in the varied suburban, industrial, agricultural and port areas of the County and enjoy outdoor recreational facilities ranging from boating, water skiing, fishing in the Bay and Delta waterways, to golfing, hiking, horseback riding and camping in Mt. Diablo State Park. Cultural resources include numerous local theatre, art and music centers as well as vast cultural and recreational resources in Oakland, San Francisco and the East Bay. Colleges include Saint Mary's, John F Kennedy University and three community colleges-Los Medanos (East County), Diablo Valley (Central County) and Contra Costa College (West County). The Berkeley Campus of the University of California is within an hour's drive from the County Seat of Martinez.

## EMPLOYMENT INFORMATION

**WHO MAY APPLY** - Applicants must possess the minimum qualifications by the final filing date. This information is given on the front of the job announcement. United States citizenship is not required unless specifically listed under the minimum qualifications. Contra Costa County is committed to providing equal employment opportunity and no person applying for employment shall be discriminated against on the basis of race, national origin, gender, disability, age, or other unlawful discrimination. It is the policy of the County to provide reasonable accommodation, when needed, for otherwise qualified disabled employees and applicants for employment.

If you have a mental or physical condition that may be protected by law and require special accommodation in the application or testing process, please contact Human Resources.

California Relay Service (CRS) is available for Hearing and Speech Impaired users. To relay a message from a text telephone type (TTY) or Text Deaf and Disabled (TDD) call 1 (800) 735-2929

**HOW TO APPLY** - Apply on-line at [www.cccounty.us/depart/hr](http://www.cccounty.us/depart/hr). If you do not have access to a personal computer, you can apply on-line at any of the 26 community libraries located throughout Contra Costa County. To access community library locations and hours of operation, please contact the Contra Costa County Library at 1-800-984-4636, or the Richmond Public Library at 510-620-6557. With a library card, you may also reserve a computer in advance by phoning the Contra Costa County Library or visiting the website <http://www.cclib.org/> and by visiting the Richmond Public Library website <http://www.ci.richmond.ca.us/index.asp?NID=105>. You may also apply on-line and receive a full range of services to help you find a job at any of the EASTBAY-Works One-Stop Career Centers. Visit their website at: <http://www.ehsd.org/work/work010.html>

Paper application forms may be obtained from the Human Resources Department, or by calling (925) 335-1700. Completed applications must be mailed to the Martinez office and must be postmarked no later than the filing date. Resumes are encouraged but may not be substituted for the official application form. It is the applicant's responsibility to meet final filing deadlines and late applications will be disqualified on that basis. All job announcements note the final filing date in the upper left hand corner. For applications and filing information call: (925) 335-1700.

**VETERANS' PREFERENCE CREDITS** - Veterans who have received an honorable discharge and disabled veterans may be allowed an additional 5% of their total earned score in an open examination (provided the exam is otherwise successfully completed). To obtain this credit, veterans MUST pro-

vide a DD214, which indicates honorable discharge, and if applicable, proof of disability, WITH EACH APPLICATION BEFORE THE FINAL FILING DATE.

**SENIORITY CREDITS** - Employees in promotional examinations for represented classifications may be allowed up to an additional 5% of their total earned score (provided the exam is otherwise successfully completed).

**HIRING PROCEDURES** - Employment lists are established by ranking candidates according to their overall scores in this examination. The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will request that names be certified from the employment list and will make a selection from this list. Employment lists remain in effect for two years except as otherwise determined by the Director of Human Resources. A pre-employment health examination may be required prior to employment. In compliance with the Immigration Reform and Control Act of 1986, individuals offered employment by Contra Costa County will be required to show documentation as proof of eligibility to work in the United States as a condition of employment.

## EMPLOYEE BENEFITS

**SALARY** - The starting salary is the first rate shown on the announcement. Advancement to the higher steps of the salary level is in accordance with Salary Resolutions of the Board of Supervisors.

**WORKING CONDITIONS** - Five days, 40 hours per week are the basic hours of employment. Time and one-half is paid for overtime for eligible employees and certain job classifications receive a 5% differential per hour for shift work.

**EARNED TIME OFF** - Holidays: An average of 13 holidays per year. Vacation: depending upon the classification in which employed, employees earn either two or three weeks vacation each year. Sick Leave: Twelve working days sick leave are accumulated each year; credits are accumulated indefinitely.

**AGENCY SHOP REQUIREMENTS** - Some job classifications are in collective bargaining units, the employees of which are required to join a union or pay an equivalent service fee.

**INSURANCE** - Eligible employees may select health and/or dental plans which include Health Maintenance Organization (HMO) and Preferred Provider Organization (PPO) options for employees and dependents. A term life insurance policy is included with any health and/or dental plan enrollment.

**RETIREMENT AND DEFERRED COMPENSATION** - The County retirement program includes the benefits under the County Employees Retirement Law of 1937 and Social Security. A deferred compensation plan is available at the employee's option.

**EMPLOYEE WELLNESS** - The Employee Wellness Program is a countywide health promotion program designed to support and promote the health and well being of County employees. Programs include: quarterly Wellness Program newsletters, health screenings and assessments such as blood pressure and body composition analysis, health fairs, voluntary quarterly blood drives, fitness and wellness challenges, and special classes and seminars on a variety of health topics.

**CREDIT UNION** - Offers systematic savings and loans at low interest.

**DRUG/SMOKE FREE WORKPLACE** - Contra Costa County is a smoke-free workplace. It is also an objective of Contra Costa County to achieve a drug-free County workplace. Any applicant for County employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the State, the rules governing County employment and the special trust placed in its employees.



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